



**American Citizen Services Unit  
142 Old Hope Road, Kingston 6**

**Document Checklist**  
**Passport Applications for Minors 15 yrs. & under.**

**Name of Applicant:** \_\_\_\_\_

**Date of Appointment:** \_\_\_\_\_

Applications for Minors under the age of 16 should be submitted by the parent(s) of the child. Both the child and the parent(s) must appear in person. Additionally, the following are required:

- ☐ DS-11 [Application for a U.S. Passport](#)
- ☐ Current passport
- ☐ Original birth certificate
- ☐ 2 passport-sized [photographs](#) with a white background
- ☐ Sequence of photos from birth to present (or since last passport issuance)
- ☐ Government-issued identification for parents listed on the birth certificate
- ☐ \$105 USD (or Jamaican equivalent)

\*If your name has been changed between your last issued passport and now, please bring an original name change document as proof of such.

When the completed bar-coded application is generated, please print it out to be taken along with all other listed documents. Do not sign or date the application before appearing at the Embassy for your scheduled appointment.

If a parent listed on the applicant's original birth certificate is overseas and will not be able to appear in person for the interview due to being overseas, please request that they complete the [DS-3053: Statement of Consent - Issuance of a Passport to a Minor Under Age 16](#). Note, that this form is to be used **ONLY** in the event that the parent(s) listed on the birth certificate is overseas. The form should be notarized by a U.S. notary public and sent along with a copy of the absent parent's passport.

If the parent is present in Jamaica, he/she **MUST** appear for the scheduled interview. For further details on the use of this form, please visit the U.S. State Department's website at [www.travel.state.gov](http://www.travel.state.gov).

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After you have collected all the necessary documentation for your child's passport application, please print this document checklist and sign and date it for submission on the date of your interview.

I \_\_\_\_\_, the parent/legal guardian for the above named applicant acknowledge that I have all the documentary requirements needed to apply for his/her passport. As such I am now ready to [schedule an appointment](#) to apply for his/her passport.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date